

BBG File System Update

Author:

Sherry Scott

Date:

Upcoming

Version:

1.0

PURPOSE:

Communicate BBG's launch of the new File Server update.

BACKGROUND:

BBG is launching a new File Server, a system used to track, manage and store documents and reduce paper and keep records of the various versions created and modified by different users.

Keeping the File Server operating seamlessly across the network is an essential, ongoing task. BBG relies on software products and services that helps our business work quicker, smarter and more collaboratively.

BBG is moving away from SharePoint to a more efficient and reliable File Server.

This means:

- There will no longer be folder/file access through a web interface. Access will be through the folder in DDS or through a mapped network drive.
- There will no longer be check-out/check-in functionality.
- Files will no longer maintain version information. (Use the following version control guidelines; v1.0, v2.0, v3.0, etc.). However, files will be backed up on an hourly basis so that recovery can be done where needed.

SharePoint system:

Some of the issues with SharePoint as the document management & storage system are:

- **Problems opening office file documents in OFFICE 2016.**
- **Real-time problems and outages** – Loss of client connectivity due to external network failures.
- **Not all of BBG use SharePoint interface** – Use of “mapped drive” is bypassing SharePoint and file versioning is not kept.
- **System sluggishness** - When SharePoint bogs down, it can translate into other issues. If someone has problems accessing documents needed for collaborative projects, the problem becomes a business productivity issue.
- **Time and effort** - Slow page loads waste a user's time.
- **Cost** – The cost of upgrading licenses.

File Server:

Benefits of using the File Server are:

- **Speed** – Access to File Server is exponentially faster, seconds versus minutes
- **Security** - Store, share and protect valuable and confidential data.
- **Single server** – Only need one server.
- **Convenience** – Quick and easy access to files.
- **Maintenance** – Easy for administrators to maintain a central view of all content and users in their account.
- **Easy to use** – Fully integrated into Microsoft Windows.

TIMING:

The conversion to the new File Server will begin the week of Dec 5th. All files and documents that are located in SharePoint, will be moved to the new File Server.

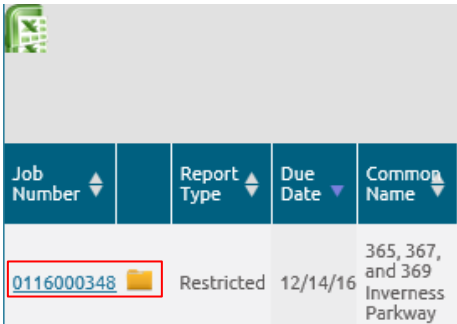
IMPACTS:

The File Server will be rolled out to users the weekend of Dec 10th.

PROCEDURE:

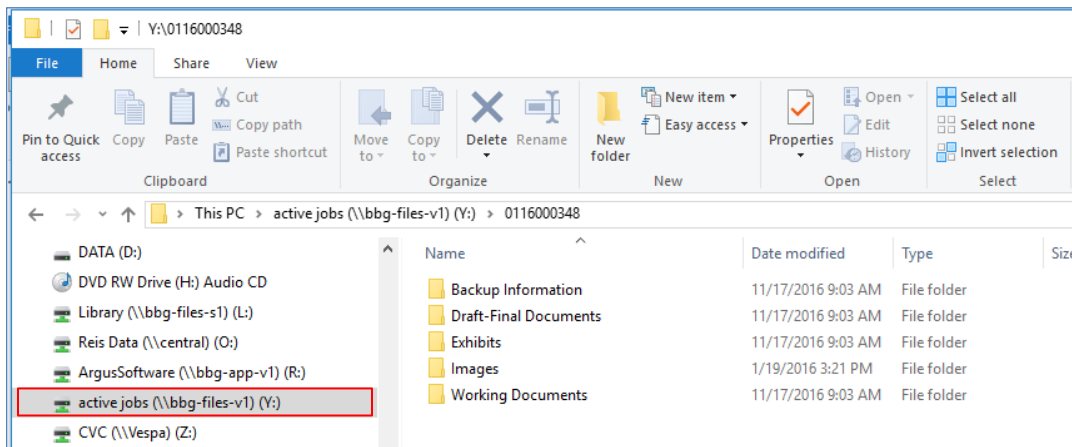
When using DDS to find files, the folder icon will remain on all screens as it is currently.

1. Login to DDS.
2. Click the **folder** icon of the **Job Number**.



3. This will open the folder for the job in the mapped drive.

Note: This functionality **ONLY** works in Internet Explorer. It will not work in Chrome.



4. This interface is the normal windows file access interface. Users may copy files or entire folders to and from their own PC, or they can open files through this interface and edit documents directly on the server.

Important things to be aware of:

- This view has read **and** write access to all folders. Users must maintain significant caution that you do not accidentally delete or move active files. We will keep an hourly backup system and files may be recovered by sending an email to; softwaresupport@bbgres.com; however, response time will be up to 4 hours and recovered files may not have all the recent changes.
- Communication between users working on the same job is critical.
 - If multiple users intend to edit the same document, they will only get notification that another party is working in the file if all changes are made directly to the server copy.
 - If multiple users copy the file to their own hard drive and make changes, those changes will not be automatically merged into a single doc.

*USPAP requires we maintain a job folder with all back-up information used in creating an appraisal for five years. This file system is the only BBG supported repository for job folders. We do not maintain a corporate Dropbox account and we expect all data related to BBG jobs to be stored within the BBG file system immediately upon completion of each job.